



**COCHISE COUNTY PROCUREMENT DEPARTMENT**  
**1415 Melody Lane, Building C, Bisbee, AZ 85603**  
**Phone: (520) 432-8391 Fax: (520) 432-8397**  
**Website: [www.cochise.az.gov](http://www.cochise.az.gov)**

**Professional Services Agreement**  
**Solid Waste Operational Efficiency & Cost of Service Analysis**  
**PSA No. 13-50-SWD-04**

THIS AGREEMENT is made and entered into this 27th day of August, 2013 by and between COCHISE COUNTY, hereinafter referred to as COUNTY, and CIVIL & ENGINEERING CONSULTANTS, INC. herein referred to as CONSULTANT.

**I. SCOPE OF SERVICES**

Subject to the terms and conditions set forth in this agreement, Consultant shall provide the services described in RFP No. 13-50-SWD-04 and Civil & Engineering Consultant's response to RFP No. 13-50-SWD-04.

**II. COMPENSATION AND METHOD OF PAYMENT**

In consideration of the performance of the services described in the Scope of Services, the County shall pay the Consultant a NOT TO EXCEED dollar amount of \$48,650.00. Any change order to this agreement shall be approved in advance and in writing through the Cochise County Procurement Department and shall be in accordance with the fee schedule identified as TABLE 4-2 of Civil & Engineering Consultant's response to RFP No. 13-50-SWD-04.

The County will pay the Consultant following the submission of itemized invoices(s) for the services rendered. No payment shall be issued prior to receipt of material or service and correct invoice. Each invoice must bear written certification by an authorized County representative confirming the services for which payment is requested have been performed. County agrees to pay all properly documented invoices, for accepted work within thirty (30) days of receipt.

All notices, invoices and payment shall be made in writing and may be given by personal delivery or by mail. The designated recipients for such notices, invoices and payments are as follows:

Consultant:	Randal F. Bodnar Civil & Engineering Consultants, Inc. 18111 N. Tatum Blvd., Suite 3057 Phoenix, AZ, 85028 602-760-2324
County:	Marty Haverty Cochise County Solid Waste Department 2595 N Sage Brush Huachuca City, AZ 85616 520-432-3778

### **III. DURATION AND RENEWAL**

The Consultant shall not commence any billable work or provide any material or services under this Agreement until Consultant receives a purchase order, or is otherwise directed to do so in writing by the County Procurement Director or his designee. The Consultant shall complete all work to the satisfaction of the County in accordance with the Scope of Services no later than December 31, 2013.

### **IV. TERMINATION**

- A. The County may cancel this Agreement without penalty or further obligation pursuant to A.R.S. §38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the County is or becomes, at any time while the Agreement or any extension of the Agreement is in effect any employee of, or Consultant to any other party to this Agreement with respect to the subject matter of the Agreement. Such cancellation shall be effective when written notice from the County is received by the parties to this Agreement, unless the notice specifies a later time.
- B. This Agreement may also be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving the thirty (30) days written notice to the Consultant. The County at its convenience, by written notice, may terminate this Agreement, in whole or in part. If this Agreement is terminated, the County shall be liable only for payment under the payment provisions of this Agreement for services rendered and accepted material received by the County before the effective date of termination.
- C. The County reserves the right to cancel the whole or any part of this Agreement due to failure of the Consultant to carry out any term, promise or condition of the Agreement. The County will issue a written ten (10) day notice of default to the Consultant for acting or failing to act any of the following, in the opinion of the County:
  - 1. Consultant provides personnel who do not meet the requirements of the Agreement;
  - 2. Consultant fails to adequately perform the stipulations, conditions, or services/specifications required in the Agreement;
  - 3. Consultant attempts to impose on the County personnel, materials, products, or workmanship that is not of an acceptable quality;
  - 4. Consultant fails to furnish the required service and/or product within the time stipulated in the Agreement;
  - 5. Consultant fails to make progress in the performance of the requirements of the Agreement and/or gives the County a positive indication that Consultant will not or cannot perform to the requirements of the Agreement.

### **IV. ENFORCEMENT, LAWS AND ORDINANCES**

This agreement shall be enforced under the laws of the State of Arizona. Consultant must comply with all applicable federal, state, and local laws, ordinances, and regulations. Consultant shall ensure payment of all taxes, licenses, permits, and other expenses of any nature associated with the provision of services herein. Consultant shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Consultant.

**V. INDEPENDENT CONSULTANT**

It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint ventures, or associate of the other.

An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Consultant is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and that Consultant should make arrangements to directly pay such expenses, if any. The County will not provide any insurance coverage to the Consultant including Workmen's Compensation coverage.

**VI. MODIFICATIONS**

This Agreement may only be modified by a written amendment signed by persons duly authorized to enter into Agreements on behalf of the County and the Consultant.

**VII. WAIVER**

The failure of either party of this Agreement to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver thereof, or of any future breach or subsequent wrongful conduct.

**VIII. INDEMNIFICATION CLAUSE:**

To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless COCHISE County, a body politic and corporate of the State of Arizona, its board members, officers, employees, agents and other officials from all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services under this Agreement, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of Consultant, or anyone for whose acts Consultant may be liable. Cochise County reserves the right, but not the obligation, to participate in defense without relieving Consultant of any obligation hereunder.

The amount and type of insurance required shall not in any way be construed as limiting the scope of the indemnification set forth above.

**IX. INSURANCE REQUIREMENTS:**

Consultant and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County of Cochise in no way warrants that the minimum limits contained herein are sufficient to protect the Consultant from liabilities that might arise out of the performance of the work under this contract by the Consultant, its agents, representatives, employees or subcontractors, and Consultant is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Consultant shall provide coverage with limits of liability not less than those stated below.

**1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

• General Aggregate	\$1,000,000
• Products – Completed Operations Aggregate	\$ 500,000
• Personal and Advertising Injury	\$ 500,000
• Blanket Contractual Liability – Written and Oral	\$ 500,000
• Damage to Rented Premises	\$ 25,000
• Each Occurrence	\$ 500,000

- a. The policy shall be endorsed to include the following additional insured language:  
“The County of Cochise shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant”.

**2. Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

• Combined Single Limit (CSL)	\$500,000
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- a. The policy shall be endorsed to include the following additional insured language:  
“The County of Cochise shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant, including automobiles owned, leased, hired or borrowed by the Consultant”.

**3. Worker's Compensation and Employers' Liability**

• Workers' Compensation	Statutory
• Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$ 500,000

- a. This requirement shall not apply to: Separately, EACH Consultant or subcontractor exempt under A.R.S. § 23-901, AND when such Consultant or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Consultant) form.

**4. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$ 500,000
Annual Aggregate	\$1,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

- B. ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. The Consultant's policies shall stipulate that the insurance afforded the Consultant shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the County of Cochise shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
  2. Coverage provided by the Consultant shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. NOTICE OF CANCELLATION:** With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the County of Cochise. Such notice shall be sent directly to **the Cochise County Procurement Department, attention Terry Hudson, Senior Buyer, 1415 Melody Lane, Bisbee, AZ 85603** and shall be sent by certified mail, return receipt requested.
- D. ACCEPTABILITY OF INSURERS:** Consultants insurance shall be placed with companies duly licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII or duly authorized to transact Workers' Compensation insurance in the State of Arizona. The County of Cochise in no way warrants that the above-required minimum insurer rating is sufficient to protect the Consultant from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE:** Consultant shall furnish the County of Cochise with certificates of insurance (ACORD form or equivalent approved by the County) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.
- All certificates and endorsements are to be received and approved by the County before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- All certificates required by this Contract shall be sent directly to **the Cochise County Procurement Department, attention Terry Hudson, Senior Buyer, 1415 Melody Lane, Bisbee, AZ 85603**. The County project/contract number and project description shall be noted on the certificate of insurance. The County reserves the right to require complete copies of all insurance policies required by this Contract at any time.
- F. SUBCONTRACTORS:** Consultants' certificate(s) shall include all subcontractors as insured's under its policies **or** Consultant shall furnish to the County separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.
- G. APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the contracting agency in consultation with the Risk Management Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

- H. **EXCEPTIONS:** In the event the Consultant or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Consultant or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

**X. MISCELLANEOUS PROVISIONS**

- A. No assignment of this Agreement or sub-agreement shall be made by the Consultant with any other party for furnishing any of the services herein contracted for without the advance written approval of the Procurement Department. All sub-consultants shall comply with Federal and State laws and regulations which are applicable to the services covered by the sub-agreement and shall include all the terms and conditions set forth herein which shall apply with equal force to the sub-agreement, as if the sub-consultant were the Consultant referred to herein. The Consultant is responsible for Agreement performance whether or not sub-consultants are used.
- B. The Consultant shall establish and maintain procedures and controls that are acceptable to the County for the purpose of assuring that no information contained in its records or obtained from the County or from others in carrying out its functions under the Agreement shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Agreement. Persons requesting such information must be referred to the County.
- C. All services, information, computer program elements, reports, and other deliverables which may have a potential patent or copyright value and which are created under this Agreement shall be the property of the County and shall not be used by the Consultant or any other person except with the prior written permission of the County.
- D. This Agreement is subject to the provisions of A.R.S. Sec. 38-511.
- E. The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable Federal regulations under the Act.

**XI. LEGAL ARIZONA WORKERS ACT COMPLIANCE:**

Consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). The Consultant shall further ensure that each sub-consultant who performs any work for the Consultant under this Agreement likewise complies with the State and Federal Immigration Laws.

The County shall have the right at any time to inspect the books and records of the Consultant and any sub-consultant in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of the Consultant's or any sub-consultant's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement subjecting the Consultant to penalties up to and including suspension or termination of this Agreement. If the breach is by a sub-consultant, and the sub-agreement is suspended or terminated as a result, the Consultant shall be required to take such steps as may be necessary to either self-perform the services that would have been provided

under the sub-agreement or retain a replacement sub-consultant, (subject to County approval if MWBE preferences apply) as soon as possible so as not to delay project completion.

The Consultant shall advise each sub-consultant of the County's rights, and the sub-consultant's obligations, under this Section by including a provision in each sub-agreement substantially in the following form:

"The sub-consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal laws applicable to the sub-consultant's employees and with the requirements of A.R.S. §23-214(A). The sub-consultant further agrees that the County may inspect the sub-consultant's books and records to insure that the sub-consultant is in compliance with these requirements. Any breach of this paragraph by the sub-consultant will be deemed to be a material breach of this Agreement subjecting the sub-consultant to penalties up to and including suspension or termination of this Agreement."

Any additional costs attributable directly or indirectly to remedial action under this Section shall be responsibility of the Consultant. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of the Consultant's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which the Consultant shall be entitled to an extension of time, but not costs.

**XII. FOREIGN INVESTMENT AND BUSINESS OPERATIONS:**

By signing this agreement Consultant certifies that it does not have scrutinized business operations in Iran and Sudan as per A.R.S sec. 35-297.

This Agreement represents the entire agreement between the COUNTY and the CONSULTANT relating to this requirement and shall prevail over any and all previous verbal and written agreements.

**CONSULTANT:**

**APPROVED BY:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Ann English, Chairman  
Board of Supervisors

\_\_\_\_\_  
Print Name and Title